



STATE OF ALABAMA

DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 11-X-2219942

REQ. AGENCY : 999999  
PURCHASING DIVISION  
AGENCY REQ. NO. :  
T-NUMBER : T191A  
DATE ISSUED : 08/24/10  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1443309  
BUYER NAME : SUSAN JANA

FOR: VEHICLES, ALTERNATIVE FUEL

BUYER PHONE NO. : (334) 242-7173-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 09/21/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 09/22/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE  
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE  
ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.  
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN  
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO  
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 11-X-2219942

PAGE 2

INVITATION TO BID

OPEN DATE : 09/22/10 TIME: 10:00 AM

T-NUMBER : T191A

RETURN DATE: 09/21/10 TIME: 5:00 PM

AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 07/15/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX  
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED  
BID RECEIVED LATE  
BID NOT SIGNED/NOT ORIGINAL SIGNATURE  
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION  
NOTARIZED OWN SIGNATURE  
REQUIRED INFORMATION NOT SUBMITTED WITH BID  
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 11-X-2219942  
OPEN DATE : 09/22/10 TIME: 10:00 AM  
T-NUMBER : T191A  
RETURN DATE: 09/21/10 TIME: 5:00 PM

PAGE 3

INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 11-X-2219942  
OPEN DATE : 09/22/10 TIME: 10:00 AM  
T-NUMBER : T191A  
RETURN DATE: 09/21/10 TIME: 5:00 PM

PAGE 4

INVITATION TO BID

COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

PURPOSE:

ESTABLISH A CONTRACT FOR ALTERNATIVE FUEL VEHICLES FOR ALL STATE AGENCIES. CONTRACT PRICES MAY BE MADE AVAILABLE TO OTHER LOCAL GOVERNMENT AGENCIES, SUCH AS CITIES, COUNTIES, SCHOOLS, ETC..

AWARD:

AWARD WILL BE MADE LINE BY LINE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

QUANTITY:

THE QUANTITY TO BE ORDERED IS UNKNOWN AND THE STATE OF ALABAMA DOES NOT GUARANTEE ANY CERTAIN QUANTITY TO BE BOUGHT.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

ORDERING PROCESS:

PURCHASES FOR STATE AGENCIES WILL BE MADE BY CONTRACT RELEASE ORDERS SHOWING SPECIFIC SHIPPING INFORMATION. CITIES, COUNTIES, SCHOOL SYSTEMS AND OTHER POLITICAL SUBDIVISIONS WILL BE RESPONSIBLE FOR ISSUING THEIR OWN PURCHASE ORDERS DIRECTLY TO THE VENDOR.

CO-PAYEE:

AWARDED VENDORS MUST BY TIME OF "INTENT TO AWARD" NOTIFY STATE PURCHASING IF A CO-PAYEE WILL BE ADDED TO THE CONTRACT.

BID WITHDRAWAL:

BIDDERS HAVE 72 HOURS AFTER THE BID OPENING TO WITHDRAW THEIR BID. ONCE THE AWARD HAS BEEN FINALIZED, VENDORS WILL BE EXPECTED TO HONOR THEIR CONTRACT FOR A 12-MONTH PERIOD. ANY VENDOR WHO CANCELS THEIR CONTRACT MAY BE SUBJECT TO BEING BARRED FROM BIDDING ON STATE OF ALABAMA VEHICLE BIDS/CONTRACTS FOR A PERIOD TO BE DETERMINED BY THE STATE PURCHASING DIRECTOR.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 11-X-2219942  
OPEN DATE : 09/22/10 TIME: 10:00 AM  
T-NUMBER : T191A  
RETURN DATE: 09/21/10 TIME: 5:00 PM

PAGE 5

INVITATION TO BID

IN-STATE VENDORS ONLY:

PER THE CODE OF ALABAMA (41-17-1), (A) "ANY PASSENGER AUTOMOBILE BOUGHT WHOLLY OR PARTIALLY WITH STATE FUNDS FOR USE OF STATE OFFICERS, OFFICIALS, OR EMPLOYEES ON OFFICIAL BUSINESS, INCLUDING THOSE BOUGHT BY OR FOR STATE COLLEGES OR UNIVERSITIES, SHALL BE PURCHASED FROM DEALERSHIPS IN THE STATE. SUCH AUTOMOBILES SHALL BE EQUIPPED AS THE DIRECTOR OF FINANCE DIRECTS" AND (B) "THIS CHAPTER DOES NOT APPLY TO VEHICLES USED OR OPERATED BY PRESIDENTS OF COLLEGES, TECHNICAL INSTITUTES, AND UNIVERSITIES, EMERGENCY VEHICLES, VEHICLES PURCHASED FOR USE IN TRANSPORTING DRUGS, PLANTS, ANIMALS OR FOR HOSPITAL AND HEALTH USE, AND VEHICLES DEEMED NECESSARY BY THE BOARD OF TRUSTEES OF A FOUR-YEAR COLLEGE OR UNIVERSITY TO BE INCIDENT TO THE OPERATION OF THE COLLEGE OR UNIVERSITY."

ALL BIDDERS MUST HAVE SALES AND SERVICE CENTERS WITHIN THE STATE OF ALABAMA.

OPTIONS PRICING:

ALL VENDORS BEING AWARDED LINES MUST SUBMIT TO STATE PURCHASING A LIST OF OPTIONS WITH CODES AND DEALER INVOICE PRICING. THIS LIST MUST BE RECEIVED BEFORE THE AWARD IS FINALIZED. VENDORS FAILING TO SUBMIT THE LIST IN A TIMELY MANNER ARE SUBJECT TO HAVING THEIR AWARD CANCELLED.

PRICING PAGES:

ONLY PRICING PAGES WITH LINES/GROUPS BEING BID UPON MUST BE RETURNED.

OPTIONS LINE:

THE LINE FOR OPTIONS DOES NOT NEED TO BE COMPLETED BY THE BIDDERS, AS THIS LINE IS ONLY ON THE ITB TO ESTABLISH FOR USE AFTER THE CONTRACT HAS BEEN AWARDED.

\*\*\*\*\* T191 VEHICLES \*\*\*\*\*

ALTERNATIVE FUEL:

ALTERNATIVE FUEL VEHICLES ON THE T191A MUST BE ABLE TO USE E85 FUEL.

PRODUCTION/CLOSE-OUT DATES:

THIS CONTRACT IS FOR THE CURRENT YEAR MODEL ONLY. THE MANUFACTURER DETERMINES PRODUCTION AND CLOSE OUT DATES, WHICH WILL BE PROVIDED BY THE AWARDED VENDORS TO STATE PURCHASING AT THE EARLIEST POSSIBLE DATE. STATE PURCHASING WILL THEN POST THESE DATES ON THE CONTRACT ONLINE.

DELIVERY DATES SHOWN ON THE CONTRACT ARE ESTIMATES ONLY, AS DEALERS DO NOT HAVE CONTROL OVER PRODUCTION SCHEDULES.

AGENCIES ARE ENCOURAGED TO ORDER AS SOON AS THE CONTRACT(S) ARE PUT IN PLACE. ORDERS PLACED JUST BEFORE THE VENDOR CUT-OFF DATES RUN THE RISK OF DELAYED DELIVERY AND POSSIBLE ORDER CANCELLATION.

DUE TO THE FACT THAT STATE PURCHASING HAS NO CONTROL OVER THE U.S. POSTAL SERVICE AND THAT MAIL CAN GET LOST, IT WOULD BE ADVISABLE FOR AGENCIES TO FAX A COPY OF THEIR PURCHASE ORDER TO THE CONTRACT VENDOR WITH A NOTE THAT IT IS A COPY AND THAT THE VENDOR'S COPY SHOULD BE RECEIVED IN THE U.S. MAIL WITHIN A FEW DAYS.

\*\*\*\*\*

DELIVERY/PICK-UP:

ORDERS OF FOUR (4) OR MORE VEHICLES WILL BE FOB DESTINATION AT NO ADDITIONAL CHARGE. (ORDERS OF 4 OR MORE ARE DEFINED AS THE SAME CONTRACT/LINE #, SAME AGENCY AND DELIVERY ADDRESS, & SAME PO)

ORDERS OF THREE (3) OR LESS VEHICLES WILL EITHER BE PICKED UP AT THE DEALERSHIP BY THE AGENCY OR THE AGENCY MAY ADD DELIVERY COSTS TO THE PURCHASE ORDER UNDER THE VEHICLE OPTIONS LINE OF THE CONTRACT.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 11-X-2219942  
OPEN DATE : 09/22/10 TIME: 10:00 AM  
T-NUMBER : T191A  
RETURN DATE: 09/21/10 TIME: 5:00 PM

PAGE 6

INVITATION TO BID

WHEN VEHICLES ARE READY TO BE PICKUP AT THE DEALERSHIP THE CONTRACT VENDOR MUST FAX THE DELIVERY NOTIFICATION TO THE ORDERING AGENCY. THE ORDERING AGENCY WILL MAKE EVERY EFFORT TO PICK UP THE VEHICLE(S) WITHIN SEVEN (7) CALENDAR DAYS.

ALL VEHICLES DELIVERED/PICKED UP MUST HAVE 2 SETS OF KEYS AND A MINIMUM OF 5 GALLONS OF FUEL.

WARRANTY CARDS AND SERVICE POLICY MUST ACCOMPANY EACH VEHICLE WHEN THEY ARE DELIVERED/PICKED UP, AS THE WARRANTY WILL GO INTO EFFECT AT THIS TIME. VEHICLES MUST ALSO BE SERVICED AND READY FOR USE AT TIME OF DELIVERY/PICK UP.

ALL TITLES, FEES, AS WELL AS OTHER CHARGES, ARE TO BE PAID BY THE CONTRACT VENDOR. THE VENDOR MUST FURNISH A PREPAID CERTIFICATE OF TITLE IN THE NAME OF THE AGENCY TO WHICH UNITS ARE PURCHASED FROM. THE TITLE WILL CHANGE UPON ACCEPTANCE OF DELIVERY TO THE AGENCY.

\*\*\*\*\*

STANDARD FEATURES AND OPTIONS:

ALL VEHICLES SHALL COME EQUIPPED WITH ALL STANDARD EQUIPMENT AND OPTIONS AS SHOWN AS PART OF THE BASE VEHICLE. THIS STANDARD EQUIPMENT AND OPTIONS ON THE BASE LINE MUST BE FACTORY INSTALLED.

OPTIONS NOT LISTED AS PART OF THE AWARDED BASE VEHICLE MUST BE SOLD UNDER THE "OPTIONS, VEHICLE" LINE OF THE AWARDED CONTRACT AND MUST BE FACTORY INSTALLED, UNLESS APPROVED BY STATE PURCHASING PRIOR TO AWARD, AND MUST BE SOLD AT DEALER INVOICE COST.

ALL VEHICLES BEING ORDERED WITH ADDITIONAL OPTIONS BEYOND THOSE SHOWN ON THE BASE VEHICLE CONTRACT LINE MUST HAVE A QUOTE FROM THE AWARDED VENDOR SHOWING THE OPTIONS CODE AND DEALER INVOICE PRICE.

\*\*\*\*\*

COLORS:

VEHICLES MUST BE FACTORY COLORS WITH MATCHING INTERIOR. COLORS WILL BE STATED ON THE PURCHASE ORDER. IF NO COLOR IS SPECIFIED, THE VENDOR WILL ORDER WITH FACTORY WHITE COLOR WITH MATCHING INTERIOR.

\*\*\*\*\*

PASSENGER VANS DISCLAIMER:

SOME VANS THAT APPEARS ON THIS CONTRACT DO NOT CONFORM TO FEDERAL SCHOOL BUS SAFETY STANDARDS AND THEY MAY NOT BE SOLD FOR USE AS SCHOOL BUSES OR ACTIVITY BUSES.

\*\*\*\*\*

MANUFACTURER/MODEL:

AT THE END OF EACH LINE WHERE SPACES ARE MARKED "MFR" AND "MODEL" VENDORS MUST INDICATE THE MANUFACTURER & ALL STOCK/MODEL NUMBERS NECESSARY TO COMPLETE EACH UNIT AS SPECIFIED.

THIS INFORMATION MUST BE COMPLETED, EVEN IF BIDDING THE RECOMMENDED MFR/MODEL. FAILURE TO COMPLETE THIS INFORMATION WILL RESULT IN LINE REJECTION.

DESCRIPTIVE LITERATURE:

THE BRANDS AND MODEL NUMBERS REFERENCED PROVIDE A LEVEL OF QUALITY, AND UNLESS OTHERWISE SPECIFIED, ARE NOT RESTRICTIVE. VENDORS BIDDING ALTERNATES MUST PROVIDE COMPLETE DESCRIPTIVE/TECHNICAL LITERATURE WITH BOTH THE ORIGINAL AND REQUIRED COPY OF THE BID.

LITERATURE MUST SHOW THAT THE VEHICLE BID MEETS ALL SPECIFICATIONS OF THE LINE BEING BID UPON.

REFERENCE TO A WEBSITE OR TO LITERATURE WITH A PREVIOUS BID WILL NOT

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER:

ITB NO. : 11-X-2219942

OPEN DATE : 09/22/10 TIME: 10:00 AM

T-NUMBER : T191A

RETURN DATE: 09/21/10 TIME: 5:00 PM

PAGE 7

INVITATION TO BID

SATISFY THIS REQUIREMENT.

FAILURE TO SUBMIT LITERATURE ON ALTERNATES FOR THE ORIGINAL BID OR THE  
REQUIRED COPY OF THE BID WILL RESULT IN LINE REJECTION.

PHYSICAL INSPECTION AND OPERATIONAL EVALUATION MAY ALSO BE REQUIRED  
WITHOUT COST OR OBLIGATION TO THE STATE OF ALABAMA.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED  
WITHIN FIVE (5) BUSINESS DAYS FROM RECEIPT OF REQUEST.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER:

ITB NO. : 11-X-2219942

OPEN DATE : 09/22/10 TIME: 10:00 AM

T-NUMBER : T191A

RETURN DATE: 09/21/10 TIME: 5:00 PM

PAGE 8

INVITATION TO BID

THE FOLLOWING CONFERENCES WILL BE HELD

CONFERENCE

LOCATION

MANDATORY PRE-BID CONFERENCE

DATE: 09/09/10

TIME: 10:00 AM

STATE PURCHASING

RSA UNION BUILDING

100 NORTH UNION ST., SUITE 192

MONTGOMERY, AL 36104



ATTACHMENTS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 11-X-2219942  
OPEN DATE : 09/22/10 TIME: 10:00 AM  
T-NUMBER : T191A  
RETURN DATE: 09/21/10 TIME: 5:00 PM

PAGE 9

INVITATION TO BID

\*\*\*\*\* IMPORTANT INFORMATION \*\*\*\*\*

IT IS THE VENDOR'S RESPONSIBILITY TO READ THIS ENTIRE DOCUMENT FROM BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND TERMS AND CONDITIONS OF THE BID.

REMINDER: BIDDERS MUST SUBMIT AN ORIGINAL AND A MINIMUM OF ONE EXACT, COMPLETE COPY OF THE BID (INCLUDING SIGNATURE, NOTARY, AND DESCRIPTIVE LITERATURE FOR ALTERNATES), AS SHOWN ON PAGE 2 OF THE ITB, OR THE BID WILL BE REJECTED.

REMINDER: VENDORS MUST FOLLOW NEW VENDOR REGISTRATION RULES ENACTED ON 08/01/10 IN ORDER TO BE ELIGIBLE TO SUBMIT A BID.

THERE IS A MANDATORY PRE-BID CONFERENCE FOR THIS ITB. ONLY VENDORS WHO ATTEND THE MANDATORY PRE-BID WILL BE ELIGIBLE TO SUBMIT A BID.

PROCEDURAL QUESTIONS MAY BE DIRECTED TO THE BUYER UP UNTIL THE BID SUBMISSION DEADLINE. SPECIFICATION QUESTIONS WILL ONLY BE ADDRESSED AT THE MANDATORY PRE-BID CONFERENCE.

SUSAN JANA, BUYER  
(334) 242-7173 PHONE  
(334) 242-4419 FAX  
SUSAN.JANA@PURCHASING.ALABAMA.GOV

\*\*\*\*\*

## PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 11-X-2219942

PAGE 10

## INVITATION TO BID

OPEN DATE : 09/22/10 TIME: 10:00 AM

T-NUMBER : T191A

RETURN DATE: 09/21/10 TIME: 5:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW:					
SHIP TO: R1 /					
STATEWIDE					
00001	COMMODITY CODE: 070-98-089329 TRUCK, FULL-SIZE, FLEX FUEL, 1/2 TON, 4 X 2 EXTENDED CAB, WITH ALL STANDARD EQUIPMENT AND THE FOLLOWING MINIMUM SPECIFICATIONS/FEATURES:  AIR CONDITIONING ABS BRAKES CRUISE CONTRAOL TILT WHEEL AM/FM STEREO 300 HP SHORT BOX 6-1/2 FT  MAKE: _____ MODEL: _____ FORD F150 OR EQUAL  * THIS WILL BE CONTRACT LINE 00014	1	EA	_____	_____
00002	COMMODITY CODE: 070-98-086452 TRUCK, FULL-SIZE, FLEX FUEL, 1/2 TON, 4 X 4, SHORT BOX, INCLUDING ALL STANDARD EQUIPMENT AND THE FOLLOWING MINIMUM SPECIFICATIONS/FEATURES:  300 HP AIR CONDITIONING 4 WHEEL ABS BRAKES AM/FM RADIO AUTOMATIC TRANSMISSION TILT STEERING WHEEL  MAKE: _____ MODEL: _____ FORD F150 OR EQUAL  * THIS WILL BE CONTRACT LINE 00008	1	EA	_____	_____
00003	COMMODITY CODE: 070-98-089330 TRUCK, FULL-SIZE, ALTERNATIVE FUEL, 1/2 TON PICK-UP, 4 X 4 EXT CAB, INCLUDING ALL STANDARD EQUIPMENT AND THE FOLLOWING MINIMUM SPECIFICATIONS/FEATURES:  300 HP 6-1/2 HP AIR CONDITIONING 4 WHEEL ABS BRAKES AM/FM STEREO AUTOMATIC TRANSMISSION TILT STEERING WHEEL  MAKE: _____ MODEL: _____ FORD F150 EXT OR EQUAL  * THIS LINE WILL BE CONTRACT LINE 15	1	EA	_____	_____

PAGE TOTAL

## PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 11-X-2219942

PAGE 11

OPEN DATE : 09/22/10 TIME: 10:00 AM

T-NUMBER : T191A

RETURN DATE: 09/21/10 TIME: 5:00 PM

## INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00004	COMMODITY CODE: 070-98-086454 VAN, MID-SIZE, ALTERNATIVE FUEL, 5 PASSENGER, INCLUDING ALL STANDARD EQUIPMENT AND THE FOLLOWING MINIMUM SPECIFICATIONS/FEATURES:  FRONT WHEEL DRIVE AIR CONDITIONING 4 WHEEL ABS BRAKES AM/FM STEREO AUTOMATIC TRANSMISSION TILT STEERING WHEEL  MAKE: _____ MODEL: _____ DODGE CARAVAN OR EQUAL  * THIS LINE WILL BE CONTRACT LINE 17	1	EA	_____	_____
00005	COMMODITY CODE: 070-98-087157 VEHICLE, MID-SIZE UTILITY, ALTERNATIVE FUEL, FOUR (4) DOOR, INCLUDING ALL STANDARD EQUIPMENT AND THE FOLLOWING MINIMUM SPECIFICATIONS/FEATURES:  WHEELBASE: 103" MINIMUM V6 ENGINE AIR CONDITIONING 4 WHEEL ABS BRAKES AM/FM STEREO AUTOMATIC TRANSMISSION CRUISE CONTROL TILT STEERING WHEEL POWER WINDOWS, LOCKS, AND MIRRORS  MAKE: _____ MODEL: _____ MERCURY MARINER OR EQUAL  * THIS LINE WILL BE CONTRACT LINE 27	1	EA	_____	_____
00044	COMMODITY CODE: 070-00-086652 VEHICLE OPTIONS:	1	LOT	_____	_____

PAGE TOTAL

BID TOTAL